

August 25, 2016: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 10:00am

1. **Minutes of July 25, 2016 reviewed and approved**
2. **Finance and Administration** – Rob Audano has requested that the Rockport Library Foundation be considered to join the Rockport Rotary community scholarship fund as a charitable arm.
3. **Technology** –Conway’s print management system’s 2-3 year contract is being reviewed. Cindy Grove will be contacting Balsam re: routing.
4. **Policies and procedures** –The library’s Code of Conduct and Long Range Plan will be discussed with library staff at their September meeting.
5. **Consortium and State updates** – The ARIS report has been submitted. The start of the new ILS system has been moved up from to November 2017 to May 2017. Staff will be trained prior to its public launch.
6. **Long Range Plan** – The LRP survey has been dispersed throughout the community. It is currently at 150+ responses. A meeting has been scheduled to review the LRP proposed plan for the week of September 19. This plan will be ready to submit by October 1, 2017.
7. **Staff and schedule update** –Two new substitute positions have been approved. FY17 union contract negotiations are ongoing. The director’s evaluation is to be submitted by August 31. Cindy Grove was featured on Cape Ann TV.
8. **Library Programs** – Fifty children attended Countdown to Kindergarten. Children’s librarian, Carol Bender, will alternate the weekly preschool story time between the library and local preschools. Cape Ann reads will be hosting a bookmaking program, one for adults and another for teens. The adult, children, and teen summer reading challenges are complete. The Teen Advisory committee will be hosting a teen movie night on August 25. The RPL is updating call numbers, replacing titles, and adding classic titles that are missing.
9. **Facilities/Grounds** – Fire escapes are completed. The DPW has been alerted that the vent in the upstairs ladies room is not working. The Historic Commission will be contacted to discuss replacement of outside lights over the fire escapes and adding lights/strips on the fire escape steps. Three air conditioners have been replaced. The elevator company has been contacted because the elevator battery is not functioning properly.

Next Meeting: Thursday, September 29, 2016 at 3:30pm

Meeting Adjourned: 1:00pm